



# Job Opportunity

## State Controller's Office

**Position:** Office Assistant (Typing) (2 positions)

Statewide

**Location:** Division of Audits  
300 Capitol Mall, Suite 418, Sacramento, CA 95814

**Issue Date:** April 7, 2006

**Final Filing Date:** Until Filled

**Contact/Telephone:**

Laura Nicholls, 916-323-1598

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-640-1379-XXX  
051-640-1379-XXX

*Please call (916)323-3055 to request reasonable accommodations*

### Scope of the Position:

Under the direct supervision of a Staff Services Manager I, the incumbent will provide clerical support to staff. Specific duties include, but are not limited to the following:

### Duties and Responsibilities:

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Type, route, distribute, and file correspondence, memoranda, forms and other documents using a personal computer. Maintain correspondence tracking system.
- Distribute critical audit reports to other agencies and the public. Determine appropriate distribution, prepare envelopes, duplicate copies, obtain final approval to release, and release reports in a timely manner.
- Provide support services for division staff and management. Answer and direct incoming calls from other agencies and the public. Maintain general office supplies inventory, including ordering and receiving supplies. Fulfill general supply requests and special supply/equipment requests from staff. Reconcile and approve invoices for supplies. Process Travel Expense Claims.
- Distribute incoming/outgoing mail and UPS/FedEx shipments. Maintain tracking system for records being sent between main office and satellite offices.
- Direct and track invoices received from the accounting office to appropriate approving staff and ensure their return to the accounting office. Distribute/log payroll and travel expense checks, and issue/log parking validations.
- Operate office-copying machine, manipulate computer applications to develop charts and correspondence, utilize 10-key calculator, etc.

*Applications will be screened and only the most qualified will be interviewed*



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Division of Audits

300 Capitol Mall, Suite 418

Sacramento, CA 95814

Attn: Laura Nicholls